



Finance Director

www.mountvernonwa.gov

\$103,920—\$121,248

Plus Excellent Benefits

City of Mount Vernon Mission Statement

We provide professional, efficient services to create a lifetime positive difference for our Community.



FINANCE DIRECTOR**THE COMMUNITY**

Located along Interstate 5, Mount Vernon is conveniently located midway between Seattle and Vancouver, British Columbia. Mount Vernon is the regional center for agriculture, finance, technology, cultural, legal, health care, education and government. Mount Vernon sits at the center of Skagit County with some of Washington's most scenic and pristine landscape found in the North Cascades National Park. The rugged mountain country gives way to nutrient-rich farmland along the Skagit River to the shores of the Salish Sea. What makes Skagit County truly unique is the health and diversity of its natural resources.

THE CITY

Mount Vernon offers a vibrant mix of office, retail, restaurant and professional services on the shores of the beautiful Skagit River, and is characterized by its "hometown" atmosphere, where residents and government work together in a trusting environment. It's also one of the unique areas in the country that offers high speed, state of the art fiber optic technology. The City of Mount Vernon is a full-service city with a workforce of approximately 250 employees. It is a non-charter Code City which utilizes a strong Mayor-Council form of government and is the largest city in Skagit County with a population of 33,730. The City's total budget for 2016 is \$53,448,853 with a general fund budget of \$22,553,113.

THE DEPARTMENT

The mission of the Finance Department is to provide the City with financial planning, to maintain financial operations, and to provide continued improvement to existing financial systems, and to maintain fiscal viability of the City as a whole.

The Finance Department prepares and monitors budgetary and financial information systems of the city, which includes the equipment replacement fund, user rate analysis, revenue forecasting, preparation of operating and capital budgets, analyzing optimal fund balances and reserve requirements, and preparing various city and state financial reports.

The Finance Department is also in charge of providing cash, debt, and investment management services, processing all payroll and payment of bills for the City, and administering the billing system for the sewer, solid waste and surface water utilities which has in excess of 9,000 customers. Other functions and responsibilities of the Finance Department include issuance of business licenses and all functions of the City Clerk.

The Finance Department is a proud and progressive organization. The Finance Department received the prestigious State Auditor's Stewardship Award in 2016 and has received the Certificate of Achievement for Excellence in Financial Reporting for 17 years.

The Finance Department employs 7 FTE's and 2 PT employees including the Finance Director, Office Manager, Payroll Specialist, Accountant, 3.5 Accounting Technicians and 1 PT Senior Financial Analyst.

THE FINANCE DIRECTOR POSITION

The Finance Director provides vision, leadership, initiative, management and coordination to implement the Mayor and City Council's goal for the City.

Under the direction of the Mayor, the Finance Director plans, organizes, directs and controls all City financial functions. This includes the general accounting and financial reporting system, City

budget preparation and administration, cash and investment management, utility billings, payroll, accounts payable, debt management, and the data processing systems. This position is responsible for maintaining the financial integrity of the City. The Finance Director also acts as the City Clerk and is responsible for overseeing and maintaining the original files for all City deeds, agreements, ordinances, resolutions and other official documents.

Other Responsibilities Include:

- Ensures efficiency in treasury management to maximize monetary potential in relations to interest earning and cash flow, by performing cost control activities. Determines appropriate actions and provides direction to banks regarding investments. Assures that all monies due the City and accounts payable are processed in a timely manner.
 - Ensures the proper preparation of the City's annual budget document, including capital budget by accumulating data, analyzing and monitoring compliance by other department to approved budgets, reporting the results, and presenting the budget to the City Council.
 - Ensures quality and efficient department operations by providing planning leadership and direction, and developing short and long range plans and designs; gathers, interprets and prepares data for studies, reports and recommendations; coordinates department programs with other City departments and governmental agencies. Drafts new or amendments to City ordinances for consideration by the City Council. Prepares budget amendments for Council review as necessary.
 - Ensures adequate and properly coordinated data processing services both internally and externally to other department. Reviews existing systems and develops, recommends and implements improvements to the systems.
 - Ensures that accounting and reporting systems are accurate and in compliance with City, state and federal regulations.
- Forecasts, estimates and monitors the financial activities of the City and assures the solvency of City's finances to meet existing bonded debt service for general obligation bonds and revenue bonds. Maintains adequate support for utility billing and utility accounting.

THE IDEAL CANDIDATE

The City is looking for a highly ethical and talented finance professional from a municipal agency of comparable complexity and size with extensive knowledge and experience in all aspects of financial service. The ideal candidate will be forward thinking and possess outstanding leadership and communication skills. The candidate must demonstrate personal and professional integrity. Candidates should have extensive experience with annual audits and preparation of annual financial reports.

The candidate should have a proven history of progressive and proactive program development, as well as a track record for delivering results. The ideal candidate will be a strong leader with a blend of technical and interpersonal skills to cultivate cooperative relationships that promote quality service.

The candidate will have the ability to efficiently manage staff and create a positive working environment characterized by teamwork and innovation.



EXPERIENCE AND EDUCATION

This position requires a Bachelor's Degree in Accounting, Finance or closely related field and seven years of increasingly responsible experience in the municipal accounting or financial services field. A Master's Degree and CPA is preferred. Any equivalent combination of training, education and experience that provides the desired knowledge, skills and abilities will be considered. Candidates must be bondable.



COMPENSATION AND BENEFITS

- ◆ \$103,920 to \$121,248 (annual salary)
- ◆ Medical, Dental, Orthodontia and Vision Insurance for employee and dependents
- ◆ VEBA Option
- ◆ Employee Assistance Program
- ◆ 11 Paid Holidays; Vacation and Sick Leave
- ◆ Washington State Retirement System
- ◆ Life & AD&D Insurance



APPLICATION PROCESS

The City of Mount Vernon is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to **apply by 5:00 p.m. on September 22, 2016** (first review, open until filled). Applications and related materials will only be accepted electronically. To apply online, go to www.mountvernonwa.gov. Please contact the Human Resources Department by email at mvhr@mountvernonwa.gov or by phone at 360-336-0636.

The most qualified candidates that submit their applications by September 22nd will be invited to a panel interview on September 29, 2016.